

## Directions to Print Student Progress Report

- ◆ The NWEA MAP site is located on the drop-down FPS sites in Safari. Once the site is loaded, click on Reports Log-in. You'll need your login name and password which I have in the office if you've forgotten.
- ◆ Type in your login name and password and once the reports window opens, click on the "Class Roster" link on the left hand navigation bar.
- ◆ When that window opens, you have two fields you must fill-in. For the term, select "Fall 2011" and the class is the default which is your only choice.
- ◆ Click "Submit" and then select the comparison term "Fall to Spring" and "Both" for the type of report. This enables parents to not only see the performance data in text form but the longitudinal data visually represented for each MAP testing session the child has taken. **The only grade that will not have a visual representation of the performance data included in the text report is 2<sup>nd</sup> grade as this is their first MAP test. Also, new students of any grade will also not have a graph.**
- ◆ At the top of the class list containing each of your students' names, please select the green link titled, "Class Name" followed by your name and other information. A window will open with every child's report. That enables you to have each students' report printed in one print job as a PDF report. If you click on an individual student name, only their report will be run.